

- **COMPLETED JOB ANALYSES**

Questions regarding the information contained in this website should be referred to the Examination Unit at (916) 657-1762

## **ABOUT JOB ANALYSIS**

### **What is Job Analysis?**

A Job Analysis is a detailed look at a particular job or job classification. It is a process used to identify all of the specific tasks (work/objectives) required to perform a particular job. Once all of the tasks are identified, then all of the specific knowledges, skills and abilities required to be able to perform each task are identified.

Job Analysis is a concept that has been defined by the Equal Employment Opportunity Commission, the Civil Service Commission, the Department of Labor, and the Department of Justice. As defined, it is work activity performed to achieve the objectives of the job and a detailed statement of work and other information relevant to a job.

### **How and Why Do We Use It?**

Job analyses are conducted in order to make better employment and management decisions, to save money, to increase productivity, and to comply with federal and state laws where adverse impact is found related to prohibited discriminatory factors. It is most often used in the examination process but may also be used to conduct job audits, support classification specification revisions, resolve return to work issues and other personnel &/or management functions.

A job analysis makes it possible to develop content valid and reliable selection (examining) procedures.

### **Is This Something New?**

Job Analysis was originally developed to comply with the 1978 Federal Uniform Guidelines On Employee Selection Procedures (UGESP). These guidelines actually mandated that selection examinations be “content-valid” (i.e., job related).

In 1990, the “Americans With Disabilities Act” (ADA) was introduced and additional steps in the job analysis process were added for determining “essential job functions.”

As a result, today we use the “Western Region Intergovernmental Personnel Assessment Council” (WRIPAC) job analysis methods for determining the critical tasks and associated knowledges, skills, and abilities of a classification. Instructional classes on the WRIPAC job analysis method are available through the State Personnel Board.

### **Who Conducts Job Analyses?**

The Examination Unit works in teams with employees throughout the Department (known as Subject Matter Experts or SMEs) to complete and maintain updates to a library of job analyses. SMEs are departmental employees who have either served in or have directly supervised the targeted classification. That means, if you are currently a

Permanent State employee working for CDSS, you could be asked to be a SME for your classification or a classification you supervise.

Completed job analyses are available for review on this website.

Questions or additional information regarding job analysis should be referred to the Examination Unit at (916) 657-1762.

## **COMPONENTS OF A JOB ANALYSIS**

### **Background**

Identifies the targeted classification by class title.

It also includes: Dates the Job Analysis was conducted; Collective Bargaining Identification; Names of the Job Analysis team who facilitated; Names of the Subject Matter Experts, their class title and work location; and a list of sources used to gather information about the classification. Copies of the material used in the development of the initial lists of Tasks and Knowledge, Skills and Abilities are maintained in the completed Job Analysis located in the Examination Unit.

### **List of Edited Tasks**

This is a complete list of edited tasks identified by the Subject Matter Experts (SMEs).

Each task has been developed to conform to the Federal Uniform Guidelines on Employee Procedures and edited to answer the following questions:

1. Performs what action?
2. To whom or to what? (Object)
3. To produce what? (Expected Output)
4. Using what tools, equipment, aids, or processes?
5. With what instructions or directions?

### **List of Edited Knowledges, Skills and Abilities (KSAs)**

This is a complete list of edited KSAs identified by the Subject Matter Experts (SMEs).

Each KSA has been developed to conform to the Federal Uniform Guidelines on Employee Procedures and edited to answer the following questions:

1. What? (Knowledge of what? Skill at what? Ability to do what?)
2. To what effect or in what context? (How is it used?)
3. To what degree of accuracy or at what skill level? (This applies to knowledges only.)

### **Other components of a Job Analysis**

A job analysis also includes a detailed rating process completed by the SMEs on the identified Tasks and KSAs. The rating process measures the "Relative Time Spent" and the "Criticality" of each Task. It identifies the extent to which each KSA is "Expected at Entry" and its "Criticality." The final rating, referred to as the "weighted linkage", establishes test factor weights by comparing each Task to each KSA.

The information available on this website is the Background Information and Information Gathering, List of Edited Tasks, and List of Edited Knowledge, Skills, and Abilities.

## **LIST OF COMPLETED JOB ANALYSES**

### **Administrative Law Judge I (CDSS)**

- [Task Statements](#)
- [KSA Statements](#)

### **Adoptions Specialist**

- [Task Statements](#)
- [KSA Statements](#)

### **Licensing Program Analyst**

- [Task Statements](#)
- [KSA Statements](#)

### **Medical Consultant I, DSS**

- [Task Statements](#)
- [KSA Statements](#)

### **Medical Consultant (Psych), DSS**

- [Task Statements](#)
- [KSA Statements](#)

### **Research Program Specialist III (Demography)**

- [Task Statements](#)
- [KSA Statements](#)

### **Staff Services Manager I**

- [Task Statements](#)
- [KSA Statements](#)

### **Staff Services Manager II**

- [Task Statements](#)
- [KSA Statements](#)

## **Staff Services Manager III**

- [Task Statements](#)
- [KSA Statements](#)